

## Position Description: Human Resource Assistant -Performance Management (ASU)

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### ❖ **Basic Function of the Position:**

Under the direct supervision of the EFM Deputy Human Resources Officer, the incumbent administers the Locally Employed Staff Performance Management Program and performs a full range of support functions in the Human Resources Office.

### ❖ **Major Duties and responsibilities:**

LE Staff Performance Management Program: Work Development Plan (WDP): Keeps track of and processes Work Development Plan (WDP) requests for supervisors to complete within 30 days of a new rating cycle or employment of a new hire. Answers any questions related to the WDP form or process. Processes requests for a new WDP when there is change in the rater or when the employee moves to another position. Send reminders when WDP is not received on time. Ensures that the WDP is completed correctly and files and updates the WDP log.

Performance Discussion Summary (PDS): Keeps track of and processes requests for supervisors to hold a performance discussion session with the employee in the middle of a rating cycle and document it.

Employee Performance Report (EPR): Keeps track of and processes requests for supervisors to complete the Employee Performance Report (EPR) at the end of a rating cycle, at least 60 days before the due date. Send a reminder at least 2 weeks before the due date. Processes request for supervisors to complete an interim EPR prior to departing post. Receives and ensures that the EPR is completed correctly and checks for inadmissible comments. Files and updates the EPR log. Processes Within-Grade-Increases (WGI) for all employees and updates records. Coordinate with Payroll in the event of discrepancies. Keep track of developmental/trainee grades and processes promotion actions.

Performance Improvement Plan (PIP): Assists supervisors in administering Performance Improvement Plan for employees who do not meet the performance standards.

Employee Performance Folder (EPF): Maintains Employee Performance Folder (EPF) for each employee. Maintain disciplinary log.

Training Coordinator: Develops and maintains training plan for Mission Afghanistan LE Staff. Verifies training requests to see if they match with the requirements of job and advises the Mission training officer. Once the training is approved, facilitates enrollment and participation of employees in approved training programs. Monitors training opportunities offered by Bangkok, Charleston, FSI and Regional training centers and coordinates with them in hosting training programs at post as needed. Conducts needs assessment survey for training. Explore local training resources including local training providers and in-house resources for tailor made training courses for LE staff. Personally conducts training when needed.

Other Support Functions: Assists with data entry and maintenance of Post Personnel database as pertains to performance management, awards, and training. Assist with the administration of quarterly Awards ceremonies. Calculates and processes termination benefits for departing LE Staff. Assists with other HR projects and performs other tasks as assigned.